

**Guide for Nebraska VR Staff Requesting Information from the NE Department of Correctional Services (01/16)**

**Please note: It is imperative that once records are received from NDCS, they are *not* re-released to current or former inmates.**

Type of Information	Contact Name	Phone Number	Fax Number	Address
<b>Classification Study</b>	Ginger Shurter Barb Bossung	(402) 479-5765 (402) 479-5691	(402) 479-5913 (402) 479-5640	(will include previous criminal history, brief mental health records, brief alcohol/drug records) Not Needed
<b>Medical</b>	Central Office Medical Records Clerk  <i>Amy Gartzke*</i>	(402) 479-3294  (402) 479-5631	(402) 479-5791	Dept of Correctional Services Attn: Amy Gartzke, Central Office Medical Records Clerk Health Services PO Box 94661 Lincoln, NE 68509-4661
<b>Mental Health</b>	Jeriann Keller-Heuke*	(402) 479-3012	(402) 742-8362	Dept. of Correctional Services Attn: Jeriann Keller-Heuke Nebraska State Penitentiary - Mental Health PO Box 2500 Lincoln, NE 68542-2500
<b>Alcohol and Drugs</b>	Lucia Dutkiewicz* <i>(need to underline <u>drugs &amp; alcohol treatment records on release form for Sheryl</u>)</i>	(402) 479-3026  (402) 479-3397	402) 479-3028	Dept. of Correctional Services Attn: Lucia Dutkiewicz Residential Treatment Community Nebraska State Penitentiary PO Box 2500 Lincoln, NE 68542-2500
<b>*Only contact the individuals identified with an asterisk if you are having problems reaching the primary contact or the receipt of information is taking an unusually long time. Contact of last resort: Elsa Ramos (402) 479-5620 or Dinisha Loomis (402-479-5618)</b>				

Type of Information	Directions
<b>Classification Study</b>	No release is required. Call or fax Ginger or Barb with name, SSN, DOB and DCS ID #. Classification Study cannot be further released nor shown to the former inmate. Inmates cannot request a copy of their Classification Study from the Dept. of Correctional Services.
<b>Medical</b>	Inmate authorization is required. Include DCS ID #. Inmates can request a copy of their medical records from the Dept. of Correctional Services. In request, specify the condition about which you are requesting information and approximate dates of treatment. Inmates with long sentences can have a fairly extensive record. Records Clerk on duty will call if they need more specific information or you can call after you have sent the release to clarify your request.
<b>Mental Health</b>	Inmate authorization is required. Include DCS ID #. Information is not to be further released or shared with former inmates. In <b>Types of Information</b> section under "Other available information", indicate your purpose for requesting mental health information. Actual records will not be released; a summary report will be provided. It may take up to 30 days for requests to be filled.
<b>Alcohol and Drugs</b>	Inmate authorization is required. Include DCS ID #. Information is not to be further released or shared with former inmates. In <b>Types of Information</b> section under "Other available information", indicate your purpose for requesting drug and alcohol information.

**DCS ID #: Can be found in VRIS: Internet Links: Information Resources: Nebraska Department of Correctional Services Information Link, or go directly to: [http://dcs-inmatesearch.ne.gov/Corrections/COR\\_input.html](http://dcs-inmatesearch.ne.gov/Corrections/COR_input.html)**